

Business Gateway Initiative

Governance Board Meeting

FEBRUARY 9, 2005

Meeting Facilitator:

- Justin Van Epps SBA

Knowledge Agent:

- Jiyoung Chung PMO

Meeting Participants:

Justin Van Epps (SBA)
Jerry Williams (SBA)
Karen Hogan (DOC)
Julia Laws (DOI)
Cesar Deguzman (DOL)
Dan Matthews (DOT)
Steven Lott (DOT)
Constance Downs (EPA)
Sara Hisel-McCoy (for Kim Nelson, EPA)
Mary Mitchell (GSA)
John Sindelar (GSA)
Charles Havekost (HHS)
Donna Eden (HUD)
Tom Hughes (SSA)
David Holyoke (SSA)
James Hyler (DoEd)
Tracy Back (EPA)
Kate Donohue (DOL)
Bruce Borzino (GSA)
Andrew Goldsmith (DOI)
Justin McCarty (IRS)
Shivani Desai (OMB)
Timothy Wang (OMB)
Jiyoung Chung (PMO)
George DelPrete (PMO)
Laura Fox (SBA)

Dial-in Participants:

Phyllis Gattos (Treas)
Larry Gross (DOE)
Cameron Hogan (PMO)
Adjoa Cathcart (SBA)
Mardel Hall (SBA)

Meeting Location and Time:

GSA Conference Room 1108, 1:00 – 2:00 PM

Meeting Notes:

- Justin Van Epps provided an introduction and reviewed the meeting agenda.

Meeting Agenda:

- COMPASS Presentation and Next Steps
- Coal Vertical Presentation and Next Steps
- Project Planning

Meeting Purpose: To summarize project planning on the Business Gateway initiative and highlight a compliance assistance tool (COMPASS) and data harmonization project (Coal Vertical Pilot).

Meeting Outcome: Governance Board gave support to move forward on funding the COMPASS and Coal Vertical Teams' Recommendations, as well as for the general project direction.

Introduction:

Justin gave a brief summary on Business Gateway's progress to date—re-launch of Business.gov and launch of forms.gov—and introduced the COMPASS team to present additional progress updates on the compliance assistance area of the Gateway.

COMPASS Presentation:

Justin provided an introduction to the COMPASS tool, a compliance assistance tool proof of concept, and the COMPASS team conducted a demonstration of the tool.

Discussion

COMPASS is a schedule- and cost-neutral project that fits with the Gateway missions to provide compliance assistance, as well as with federal architecture requirements.

Outcome

The Governance Board moved to support requirements analysis for COMPASS. This motion was met with unanimous consent.

Recommendations/ Next Steps

The PMO requests any comments/ feedback the Governance Board may have before COMPASS moves into production. The COMPASS team will proceed with a requirements analysis.

Coal Vertical:

Coal Vertical is an industry-driven initiative to harmonize data that offers a ten-to-one ROI for participating agencies, and benefits also include Paper Reduction Act compliance and reduced burden hours.

Discussion

Benefits and drawbacks to proceeding with the Coal Vertical were discussed.

Arguments Against

- Coal vertical is narrow in scope, involving only a small industry sector and a handful of agencies and is not necessarily replicable across other agencies.
- Lacks model for horizontal integration.

Arguments in Favor

- Since a lot of time and resource investment has already been made and since Coal Vertical is so close to implementation, the \$275,000 required to implement the tool is a small investment for the big win it would achieve for the Gateway and for coal mining businesses..
- DOI (not the Gateway) will be the system owner, accountable for technical problems and maintenance costs, etc.

Outcome

- The Governance Board moved to support implementation of the Coal Vertical. This motion was met with unanimous consent.

Recommendations/ Next Steps

- Consider an architecture-driven approach and collaborate with FEA to decide how best to move forward with data harmonization for future projects.
- Consider the option of OMB mandating universal data fields once (i.e., name, address) and the opportunity to reduce duplication in parts of forms.
- Identify commonalities with Benefits.gov, grants.gov so as not to 'reinvent the wheel'.
- Anticipate limitations due to varying and complex definitions (benefits.gov).

- Business Gateway will capture lessons learned from the Coal Vertical (and other data harmonization projects) and publish as best practice on Core.gov.
- Coal Vertical team will provide ten-to-one ROI calculations to the Governance Board.

Project Planning:

Discussion

BG PMO expressed the desire to continue to engage the Governance Board and other levels of the governance structure. The onus is on the PMO to solicit guidance and proactively engage the Board. The main theme of the discussion was that PMO has made significant progress in managing the project more effectively, and that moving forward, the Governance Board would like to see increased visibility and more frequent reporting in a standard format.

Outcome

The Governance Board supports the Gateway's project direction. BG PMO will work closely with the agency working groups to prioritize FY05 activities and vet and revise the costs associated with those activities to maximize the ROI from the 8.9 million budget.

Recommendations/ Next Steps

- Coordinate with other eGov initiatives to ensure a unified approach to simplifying consumer interactions with the government.
- Revise the governance charter to reflect the progress that has been made in project management and governance.
- Publish schedule for Advisory Group and Gov Board meetings (on collaboration site; update collaboration site) PMO.
- Report on project management to the Advisory Group monthly (if not more frequently) a week in advance of AG meetings, who will then communicate project status upward to the Governance Board. Send the following:
 - Contract chart
 - EVM report
 - Cost report/ obligations/ budget burn rate where applicable
 - Milestones/ schedule status
- Send monthly web trends report to demonstrate to what extent the Gateway is providing a substantial service to consumers
- Reconcile data discrepancies regarding forms.gov web trends

Project Direction:

- PMO to schedule working group, Advisory Group, and Governance Board meetings and distribute the schedule, as well as follow the action steps listed below.

Action Items/Next Steps:

Action Item List			
#	Key Tasks	Owner	Time-frame
1	Move forward with COMPASS requirements analysis	COMPASS team	Q2-Q3
2	Move forward with Coal Vertical implementation	Coal Vertical team	Q2-Q3
3	Provide calculations supporting ten-to-one ROI in Coal Vertical	Coal Vertical team	Week of 2/14/05
4	Distribute data harmonization white paper to Gov Board for review	PMO	Week of 2/14/05
5	Plan harmonization strategy and next steps	PMO	Q2-Q3
6	Revise Business Gateway governance charter	PMO	End of February
7	Distribute project management reporting documents (see details above in meeting notes)	PMO	Monthly—first to be distributed

Action Item List			
#	Key Tasks	Owner	Time-frame
			week of 2/28/05
8	Send monthly web trends report	PMO	Monthly—first to be distributed week of 2/28/05
9	Reconcile data re: forms.gov web trends	PMO	Week of 2/28/05
10	Develop and distribute schedule for working group, Advisory Group, and Gov Board meetings	PMO	Week of 2/14/05
11	Update collaboration site	PMO	End of February

Additional items generated during the February 2nd Advisory Group meeting are summarized below:

Action Item List			
#	Key Tasks	Owner	Time-frame
1	Distribute project tracking brief with the next level of detail around budget to the Advisory Group	PMO	Distributed to Gov Board 2/9/05; to be distributed to Advisory Group week of 2/14/05
2	Distribute last OMB scorecard to Advisory Group	OMB/ PMO	Week of 2/14/05
3	Develop and distribute newsletter	PMO	End of February